JOBSEEKER GUIDE

YOUR CV

Creating a well written and professional looking CV is one of the most important things that you can do when you are looking to secure your dream job.

To help you craft a CV that makes you stand out and get your foot in the door we've collated a quick "do's and don'ts" for CVs.

✔ DO

Keep it Concise
On average recruiters take less than 10 seconds to screen a CV so make sure that your information is clear and concise. We suggest a maximum of 3 pages.

Screen Friendly
Most CVs are viewed on screens so minimise white space and make your CV screen friendly.

Make it Positive
Use positive action words – motivated, organised, flexible.

Proofread
There is no surer way to end up in the no pile than to have errors in your CV.

Include Contact Details
Make sure your contact details are easy to see and refer back to.

Use a Suitable Font
Use consistent and easy to read font and formatting. Now is not the time to get all creative and use bold italic Comic Sans font.

Work in Chronological Order
Recruiters don't want to look to the back page to see your most recent experience.

✘ DON'T

Use an Informal (or weird!) Email Address
Now is not the time to use honeybunchlover66@yahoo.com as your contact email.

Talk in the Third Person
It is down right off-putting.

Make it too Personal
There is such a thing as too much information.

Include a Photo
It is most likely a distraction so unless specifically asked for please don't include.

Include Every Life Achievement
Unless it is relates to the job or is an integral part of you as a person, save that space for something relevant.

Remember - your CV is your key marketing platform and one of the only communication tools you have to show why you are the very best choice!

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